

D D 0536-59
Copy 10 of
22 January 1959

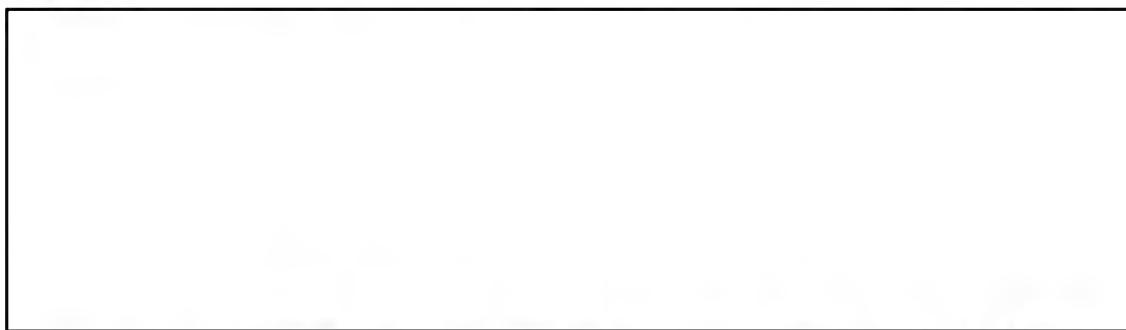
MEMORANDUM FOR: Director of Administration, D D-DR/P

SUBJECT : Travel Voucher - [REDACTED] - 11-16 January 1959

25X1A

1. Transmitted herewith is subject voucher in the amount of \$463.00 partially covered by travel order No. 3156-59. Your particular attention is invited to the element of expenses totaling approximately \$42.00 that were not specifically covered by the travel order cited. The reason the travel request did not contain an operational expense item is that we were not aware at the time the travel order was requested this type of expense would be necessary.

25X1C



3. We rented the room during the early morning of 12 January and maintained the facility until 1630 on 13 January 1959. The Western Hills Hotel could actually have charged us for three days utilization of the space, however, they in effect billed for only one day. The conference space was occupied at night by [REDACTED]

[REDACTED] We purposed to assess them in accordance with Agency Regulations, the minimal room rental of \$5.00 each night, and retain the remaining charges as official expense.

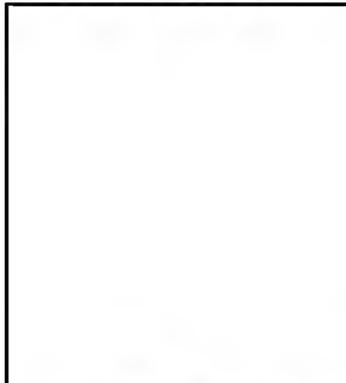
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4. To conserve time it was decided that we would order sandwiches and drinks from the hotel and have our lunches while continuing business discussions. I paid both of these bills and collected from each Government employee the amount of his lunch and have adjusted the

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attached receipts #1 and #2 accordingly. I did not feel it necessary or polite to approach the visitors for a refund. Instead, these expenses should be charged against the Government as a necessary cost of doing business. A list of the supplier personnel participating as well as functional titles are listed as follows:

25X1A



Chief Contr. Adm.
Chief Preliminary Design (Engr.)
Mfg. Facilities
Proj. Engr.
Mfg. Master Planning
Estimating
Manufacturing
Division Mgr.
Division Controller
Chief Engr.
Chief Security

5. The above is brought to your attention specifically with the view that when your approval is indicated herewithunder the explanations and approval will support payment of all the travel accounts, containing elements of expenses explained that were involved on this assignment.

(7)

25X1A

Comptroller, R&D-DR/P

Approved

JAMES A. CUNNINGHAM, JR.
Attachment: b/w
Distribution:
0 & 1 - Addressee w/att
3 - 5 -
6 - 8 -
9 - Needing (Finance)
10 - Chromo. ✓

1/22 January 1959

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